



MAR 25 2005

## MEMORANDUM TO ALL EMPLOYEES

**SUBJECT: Revised HHS Travel Manual**

Over two years ago, a workgroup comprised of representatives from each OPDIV began a comprehensive review of the HHS Travel Manual to revise, clarify, and update all its provisions. Certain heavily-used portions of the Travel Manual were updated on an interim basis in mid-2003, after which we deferred future issuances until the workgroup completed all Chapters and provided the text to the OPDIVs for their comments. The extensive revision of the entire Travel Manual is now finished. The 2005 HHS Travel Manual will be posted this week-end on the KnowNet website (<http://www.knownet.hhs.gov/travel/Default.htm>). Its nine chapters are consistent with all current provisions of the General Services Administration's Federal Travel Regulation, which governs all civilian Federal travel. Our revised Travel Manual also explains many HHS policy decisions on employees' official business travel, and it provides extensive guidance about all the rules to both travelers and those who authorize travel and approve travel reimbursement.

For most employees, the revised HHS Travel Manual will be implemented on Sunday, April 3, 2005. The required collective bargaining process with our unions has not yet concluded for certain bargaining units within the Department, so employees in those units will continue to follow the prior version of the Travel Manual (also accessible on the KnowNet website) until those obligations are satisfied. The website will include information, updated continually, on which bargaining units remain under the prior version of the Travel Manual and a list of employee groups who must use the 2005 HHS Travel Manual as of April 3, 2005.

Training on the 2005 HHS Travel Manual will be available to all employees during the upcoming months. To assist you in learning immediately about the new changes, the KnowNet website will include an HHS Traveler's Guide (a short summary of many basic travel rules and policies) and a list of all Travel Manual sections which have been revised in 2005, with notes about the specific types of change. Each document will have a direct link to the pertinent parts of the 2005 HHS Travel Manual, where you may read the full text of the updated or revised rules and policies. Your OPDIV travel policy advisors will be available to answer specific questions you may have about the changes.

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and Management